



**MANCHESTER
CITY COUNCIL**

**WORKING TOGETHER
TO KEEP CHILDREN
AND YOUNG PEOPLE
SAFE IN MANCHESTER**

**APPLICATION
GUIDANCE**



Purpose of the guide and how to use it

We realise that completing an application form takes time and effort. This guidance is intended to help you fill in the form with the information we need to decide whether or not to offer you a grant.

Your application will be assessed and scored by a panel, but please be aware this is only part of the decision-making process, and scoring highly at this stage will not guarantee you are awarded a grant.

For many of our grants there is a further stage, which balances the spread of grants across the city and its communities.

We recommend that you get someone to check over your submission before you send it to us - to ensure that you have answered all of the questions and that your answers are clear.

If any part of this guidance is unclear, or you have any questions, please email them to enquiries@youngmanchester.org

General Guidance

Answer all of the questions on the application form. If the question is not relevant, then insert “n/a” (not applicable).

Many questions have a word count. You will be assessed on the quality of what you write not on the quantity. However, answers that are short (less than half of the word count) are unlikely to contain sufficient information to score highly.

The assessment panel will not read any words in excess of the word count. You can use bullet points and lists and you do not need to write in whole sentences - as long as the meaning is clear.

Please don't attach further information to the application form – the panel won't be able to read it. If we need further information, or letters of support – we will ask for them after the deadline.

Detailed Guidance Notes

We have only supplied guidance for questions which we consider may need clarification.

Can I Apply

Is your group a voluntary or community sector organisation connected to Manchester?

By voluntary and community sector organisation we mean an organisation which is not-for-profit with a social mission.

If your application is successful, we will ask you for the documentation and evidence listed in this section.

Section 1: About you (this section isn't scored)

1.1 Details of you and your organisation

Name of organisation

Use the legal name of your organisation (as shown in your governing document). If your organisation is also known by other names, put these in brackets. If you are applying as a partnership, then this should be the name of the lead organisation.

Address of organisation

The address should be the registered address of your organisation.

Organisation's website and / or social media addresses

Insert the website and main active social media addresses of the lead organisation and of any organisations within the partnership.

Main Contact Person and Second Contact Person

Both contact people should be key members of your organisation with detailed knowledge of your application. We will only contact the second contact person if the main contact person is unavailable.

What is the status of your organisation?

If your organisation has more than one status (e.g. charity and company) list them all.

1.2 Please list the partners you will be working with on activities as part of this funding application

Partnership working is a requirement of this fund.

1.3 Tell us about your organisation's vision, values and activities

We want to get a flavour of the kind of organisation you are so we can understand how your proposed activities fit with who you are and what you do. If you regularly receive funding from Young Manchester – you don't need to fill this in.

Section 2: About your project

2.2 Project summary

Please provide a concise, clear summary of your project – describing what you want to do and the difference it will make

2.5 Tell us about your proposed activities

What do you plan to do, with whom and how? Who are you planning to work with? How many young people?

This is a really important question. Tell us exactly what you plan to do – include some timeframes and the types of activities you'll do. How do these activities relate to your usual work? Do they complement or enhance what you or others in your area are already doing?

How might these activities change in line with tightening (or loosening) of current COVID restrictions?

2.6 How does your project address the aims of the fund?

Explain how your project will make a difference to children and young people involved in or impacted by violence. Be as specific as you can. If you are working to a theory of change, include that.

2.7 Describe how you will work with other organisations to enhance the effectiveness of your activities for children and young people.

We value partnership and collaboration. Tell us about your key relationships and partners that you will work with. Sometimes there will be young people who access your service who are in need of more help or risk support. What partnerships will you build to facilitate links that maximise outcomes for children and young people impacted and involved in violence? Does the project build strong partnership working beyond the VCSE sector (including schools, Early Help, the police etc)

2.8 How do the voices and experiences of children and young people shape/drive your work?

Ensuring that the voices and lived experiences of children and young people are heard and championed in Manchester, is a core value of our work and we are committed to ensuring that children and young people realise their right to a say in decisions that affect them. How do you embed this in your work?

What are the concrete examples of how they are involved in your day to day services or the governance of your organization? Have they been involved in developing this proposal?

2.9 What are the strengths of the young people in the wards you have selected, and how will your project support them?

We believe in strength-based practice and want to know that you are carrying out activities in a way that builds on the strengths of children and young people you work with. We are keen to see that you have thought carefully about who the activities are for and who is likely to be involved. What do they like doing? What would they like to do? How will they be involved in choosing activities and service design?

2.10 What are the needs of the young people in the wards you have selected, and how will your project address them?

Your application you should present a strong rationale for the geographical location of the project. You should be able to show a clear and robust understanding of the context in which you are working.

We are keen to see that you have thought carefully about who the activities are for and who is likely to be involved. Tell us who you are working with: how old are they? Where do they live? Are they particularly marginalised? Tell us exactly what is going on for children and young people in your area, and how you know. Your answer could include local data to back up your arguments - but avoid using national or Manchester wide stats (the panel will know these!) You could also include insight from your ongoing work - have you talked to young people? To families? To other stakeholders –for example to Police or Early Help?

2.11 What specific strategies, methods or plans do you have in place to reach out to children and young people who are most excluded from services?

Certain groups of children and young people are at greater risk of being impacted by violence and anti-social behaviour and are often excluded from services. Inclusion is a clear priority of the fund so we want to know who you will reach and how. What will you need to do to make your offer relevant to them? Be as specific as you can here.

2.12 What is the total cost of your activities?

If you are applying for part-funding of a larger set of activities then tell us the cost of the larger set of activities here, otherwise your answer to this question will be the same as for 2.13

2.14 If the grant amount requested is less than the total cost of the activities, then identify where the difference will come from and whether or not you have secured this funding.

We understand and value that voluntary and community organisations often put together funding from many sources to run a set of activities. Tell us how you are achieving this and any plans you have to raise funding not yet secured.

2.15 Complete the table showing expenditure directly related to this application.

In this section you need to tell us exactly how you will spend the grant that you are asking for. If you are asking for a contribution to core costs or management costs, detail these, please don't ask for a set percentage.

2.16 How have you worked out your costs?

We need to understand the reasoning behind your costs, why you have chosen to spend the money as you have and how you've worked out the cost of each item. This will help us to understand how your activities represent reasonable value for money.

Common mistakes are to list how you have worked out the cost but not why you are spending the money in the way that you are or how it represents good value.

Section 3 Management

3.1 Explain how you will ensure the safety of people who use your services, or work/volunteer for your organisation

We need to know that you have robust and appropriate systems and policies in place to ensure the safety of all those involved in your service (children and young people, staff, volunteers, visitors etc.)

Knowing that this fund is addressing violence, please pay particular attention to how your work needs to consider any additional risks as part of strategic planning and delivery.

Please also include your approach to managing risks associated with COVID-19.

Section 4: Information for Young People's Assessment Panel

These questions were chosen by young people, and should be self-explanatory. Do make sure you answer them fully, even if you are repeating information from elsewhere on the form because this is all the young people will see when making their recommendations. Also make sure you write in an accessible style.

For any questions you may have about the fund, please contact Young Manchester on enquiries@youngmanchester.org or by phone on 0161 631 2881.

